



# REPLACEMENT REQUEST CERTIFICATE / DEGREE / DIPLOMA / CARD

Allow 4-6\* weeks for processing / check request below  
Bellingham Technical College, 3028 Lindbergh Ave., Bellingham WA 98225-1599



\*DEGREE / CERTIFICATE / DIPLOMA REPLACEMENT \$5.00  
*\*(allow up to 10 weeks for processing)*

FUND OF CAREGIVING CERT REPLACE \$5.00

C-STOP CARD REPLACEMENT \$20.00

FIRST AID/CPR CARD REPLACEMENT \$5.00

FLAGGER CARD REPLACEMENT \$20.00

FORKLIFT CERTIFICATE REPLACEMENT \$30.00

OTHER \_\_\_\_\_

Complete student information below and return to the Registration Department. **Your Signature is required to authorize the release of your records.** Certificates will be reissued according to the records we find and will be sent directly to the requested address. Students will be notified by mail if we need further information to continue our search.

This form is to request replacement certificates or cards only.  
To request Transcripts—see our website [www.btc.ctc.edu/transcripts](http://www.btc.ctc.edu/transcripts) or fax to 360-752-7234.  
GED Transcripts may be requested through the Counseling and Career Center 360-752-8450.

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

**This form MUST be completely filled out to process or will be returned.**

<b>REQUIRED INFO BELOW</b>	
TODAY'S DATE	BIRTHDATE _____
STUDENT ID / SS NUMBER	PHONE _____
NAME	_____
PREVIOUS NAME	_____
ADDRESS	_____
CITY & ZIP	_____
PROGRAM	(Please be specific) <input type="checkbox"/> Fundamentals of Caregiving
QUARTER/YEAR	_____
DATES OF ATTENDANCE	_____
<b>SIGNATURE REQUIRED</b>	_____

FOR OFFICE USE ONLY		Date Request Received in Office:
PROGRAM		
AMOUNT		
CASHIERS INITIALS		
MAIL/PICKUP		
NOT FOUND		
CONTACT		REFUND: